Compare Applications and Apps

{Enter Your Name}

{Enter your class name}

{Enter your instructor’s name}

# Microsoft Office

The *Office* suite is a group of programs by Microsoft that work together. *Office* applications generally run from your hard drive or over a local network. *Office* includes these and many other applications:

* *Word*—Word processing application. Allows you to create letters and reports.
* *Excel*—Spreadsheet application. Allows you to work with numbers, graphs, and charts.
* *PowerPoint*—Presentation application. Allows you to create electronic slide shows.
* *Access*—Database application. Allows you to store and organize information.

# Google Docs & Spreadsheets

Google has its own suite of programs that work online. These are online apps that work through your web browser over the Internet. They include the following:

* Word processing app. Allows you to create letters and reports.
* Spreadsheet app. Allows you to work with numbers, graphs, and charts.
* Presentation app. Allows you to create electronic slide shows.

# Activity

List three similarities (things that are alike) and two differences between Google Docs & Spreadsheets and *Microsoft Office*.

Similarities

1.

2.

3.

Differences

1.

2.